

Weekly Update

July 13, 2015

Subject: Revision to “SRM PUR Create Blanket Purchase Order (ZBLT)” Business Process Procedure Now Available on uPerform

Audience: Procurement Directors, Finance Directors, Agency Training Coordinators

The SCEIS Team is pleased to announce a revised uPerform Business Process Procedure (BPP) in the area of SRM Purchase Order Creation:

- **SRM PUR Create Blanket Purchase Order (ZBLT)**

Below is information on the revised BPP along with navigation instructions and the direct link to help users access the BPP.

- Use this procedure to create a Blanket Purchase Order to fill repetitive needs for goods and services for a specific timeframe.

Direct Link:

<https://upperform.sc.gov/gm/folder-1.11.10806?mode=EU&originalContext=1.11.5878>

Navigation Instructions from the SCEIS Homepage (www.sceis.sc.gov):

1. Point your mouse to “Training” in the left-hand navigation bar, then select “SCEIS uPerform” from the menu that appears.
2. Once you reach the uPerform site, select “Business Process Procedures (BPPs).”
3. From the BPPs page, select “Supplier Relationship Management (SRM).”
4. From the SRM page, select “SRM Purchasing, Contracts and Bidding for Buyers.”
5. From the SRM Purchasing, Contracts and Bidding for Buyers page, select “SRM PUR Creating Purchase Orders.”
6. Choose the BPP: “SRM PUR Create Blanket Purchase Order (ZBLT).”

You can also search for the BPP by entering “ZBLT” in the uPerform Search box on the upper right-side of the uPerform site. Next, click the “SRM PUR Create Blanket Purchase Order (ZBLT)” in the search results.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.